



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
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V I R G I N I A

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July 16, 2003

ADDENDUM NO. 1

TO: ALL PROSPECTIVE BIDDERS:

SUBJECT: RFP04-681925-17

FOR: Security Guard Services Unarmed and Maintenance Services at Laurel Hill Property

DATE OF CLOSING: July 31, 2003

TIME OF CLOSING: 10:30 A. M.

The subject invitation for bid is amended as follows:

1. **The closing date changed to August 7, 2003.**
2. Delete Special Provisions paragraph 1.5A.
3. Add the following tasks to the scope of work.
 - Snow removal: from buildings for emergency access, all access roads, interior streets and perimeter roads around the facilities.
 - Boarding windows, repairing doors and door locks, and any other maintenance services that may arise.
 - Janitorial services: clean offices (vacuum) and bathrooms for on-site personnel and County staff.

Listed below are questions and answers from the Pre Proposal Conference held on July 10, 2003.

Q1. Is the contractor responsible for providing security and maintenance vehicles?

A1. Yes.

Q2. Is there a shift schedule for the maintenance personnel?

A2. There is no shift schedule for the maintenance personnel. However, maintenance personnel need to be on site from 8:00 a.m. to 4:00 p.m. Monday through Friday. Maintenance personnel for Saturday and Sunday will be on an as needed basis.

Q3. Is the pricing required to be firm for the initial period of the contract?

A3. Yes.

Q4. Does the Maintenance Company need to have a Virginia Private Security Services Business License (VPSSB) issued by the Commonwealth of Virginia, Department of Criminal Justice Services (DCJS), Code of Virginia, Section 9-183.3.

A4. The Maintenance Company does not need to have a VPSSB License. However, if the Maintenance Company is hiring security guards to work for the Maintenance Company, then the Maintenance Company would be required to have a VPSSB License. The Security Guard Company must have a VPSSB License and shall include a copy of the license with the Technical Proposal.

Q5. Does the maintenance staff need uniforms?

A5. Yes. See Special Provisions paragraph 9.1.

Q6. Special Provisions paragraphs 11 through 14. Do these paragraphs apply to maintenance staff?

A6. Special Provisions paragraphs 11 through 13 apply to security and maintenance staff. Paragraph 14 applies to security staff only.

Q7. Who provides escort services (e.g. tours etc.)

A7. The contractor will provide a security guard or maintenance staff to provide escort services. The escort services are coordinated through the County Executive's office, Park Authority, and DPWES Facilities Management Division.

Q8. Is there a schedule for the roving patrol? What areas are patrolled?

A8. The roving patrol schedule is provided by the contractor and approved by the project manager. The roving patrol schedule is adjusted as needed.

Q9. What communication devices are required?

A9. Contractor must be able to contact Fairfax County Police and Fire in cases of emergencies. Mobile radio, walkie-talkies, or cell phones, etc. shall be used to contact the base station at Laurel Hill. The staff at the base station will call for assistance.

All other terms and conditions remain unchanged.



Cathy Muse, CPPO
Director/County Purchasing Agent

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THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT INVITATION FOR BID.

Signature

Date

Name of Firm

TWO SIGNED COPIES MUST BE RETURNED PRIOR TO DATE/TIME OF OPENING OR MUST ACCOMPANY BID.